myView™ Server

User Manual

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myView

myView is an all-new way to let clients view your transcript in realtime using handheld devices. To use myView on an iPad, iPod touch, or iPhone, your clients will need to download **myView Viewer** from the Apple App Store,

To view your myView realtime on a PC or Mac, your clients do not need any special software. All they need is a computer and a browser.[1]

myView Installation

- Before installing myView, close any open programs and confirm that the HASP key is on the computer.

- Insert the Total Eclipse 5 DVD into the CD/DVD drive. An install screen should open momentarily. If it does not, click the **Start** button and choose **Run** from the menu that appears. Once the Run dialogue box appears, enter "**D:\install.exe**" into the text box (substitute the location of your CD-Rom drive for "D," if it is different).

- When the Advantage Software install screen appears, click **myView**.

- When the first **myView** installation screen appears, click **Next** to begin the installation process.

- The Advantage Software license agreement will appear on the screen. After reading the agreement, click **I Agree** to continue the installation process.

- You will now choose the location for myView installation. It is recommended that you install myView in the default file folder. The default folder for myView installation is **C:\Program Files\myView** or **C:\Program Files(x86}\myView3** (Windows Vista 64 Bit or Windows 7 64 Bit)**.** Once you have chosen the installation location, click **Next**.

- From the next screen, you will choose the location on the Start Menu where your myView icons should be located. The default location is myView and we

[1] The Bridge and myView formats are identical, so your PC clients can easily use either program. Since Eclipse supports multiple realtime outputs simultaneously, your PC and Mac clients can also use other trial-viewing software simultaneously with myView and Bridge.

recommend you choose this location for your shortcuts. Once you have chosen a location, click **Install**.

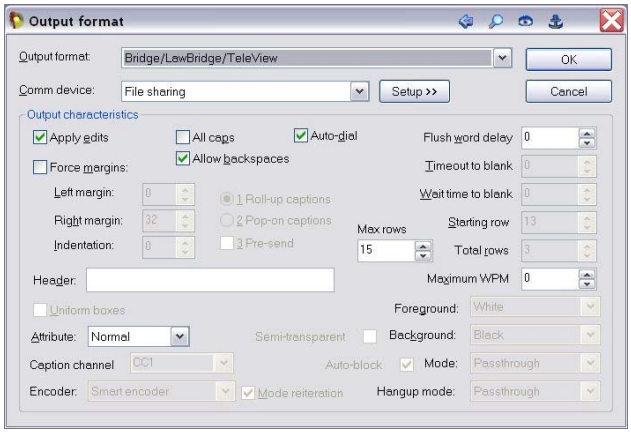
- An installation screen will then briefly appear while **myView** is installed. Once the installation is complete, a new screen will appear automatically stating that **myView** has been installed successfully. Now click **Finish** to complete the installation process.

- *If you are installing Total Eclipse for the first time, the **MyView** software will be activated when you activate the translation key. If you are installing Total Eclipse to update your software, or installing MyView without updating Total Eclipse, please call Advantage Software at 800-800-1759 for an activation code. Once you have activated your key or input your activation code, you are ready to begin using MyView.*

Getting Started with myView

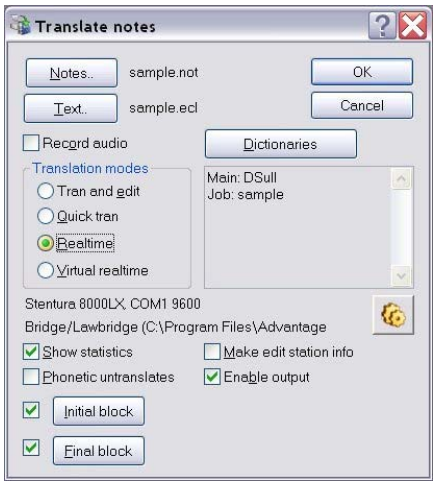
myView consists of two parts, the myView server on the Reporter or CART provider's computer and the myView viewer located on the client's iPad, iPhone or iPod touch. This manual will guide you through the process of setting up the myView server on your computer. It will also provide you with information about the options available on the server, as well as the myView viewer.

Starting Realtime



To start a realtime job in Total Eclipse, go to the **Production** menu and select the **User Settings** option. The user settings box will open, allowing you to set up the output format for jobs where myView is in use. You will only need to do the setup once. To set up the output format, go to the **Realtime** tab and click **Add**. This will open the dialogue box that will allow you to select the settings for the output format. For the new output format, the correct settings are to set the **Output Format** to **Bridge/LawBridge/myView** and the **Comm Device** to **File Sharing**. At this point, click **Setup** and choose the location where your translation document will be saved.

Once the user settings are correct, return to the **Production** menu and select the **Translate** option. Under **Translate notes**, set the translation mode to **Realtime**, place a checkmark next to **Enable Output** and click **Ok**. After you click Ok, you will be asked to choose the file you plan to use for translation. At this point, you may choose to use an existing Eclipse (*.ecl) file or create a new file to use for this session. Once a file is chosen, your realtime job will begin and you are ready to setup the server.



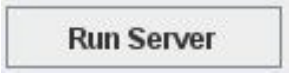
Server Setup

To set up the server, open myView and associate the LawBridge (*law) file created by Total Eclipse with the myView server. To associate the file with the server, click **Browse**, locate the .law file with same name as the file being translated and double-click on the file. The file will remain associated with the server as long as the server is open.

Under **I.P. Address** at the top of the server, you will see a Port field. The default setting for this field is 80. Unless your clients encounter problems connecting to the server, this should not be changed. If you are outputting to a client using the iPhone or iPad apps, this must remain set to Port 80. If your clients experience problems connecting to the server, please consult the troubleshooting section of this manual for possible causes and solutions.

The myView server is equipped with **password protection**. Using password protection provides transcript security by limiting access to the server. Clients will be required to enter a username and password before being connected to the server. The password, which must be at least four characters, can be set by going to the Password field and entering the password of your choice. The password may consist of letters, numbers or a combination of the two. The password is not case-sensitive. If you forget to set the password, the server will use the default password. The default password is "test".

Once the output file has been associated with the server and password protection set up, you are ready to begin running the server. In the bottom left-hand corner of the server, you will see a **Run Server** button. Click this button to start the server. Once the server has started, your clients may begin connecting to it.

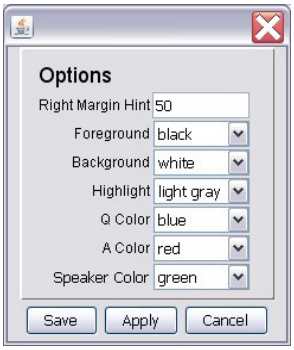


If you experience problems setting up the server, please look under **Troubleshooting** at the end of this manual or call Advantage Software at 800-800-1759. Server Options

Server Options

The default settings for the myView server will allow you to run myView without ever changing any of the available options. However, myView also provides you with the option of changing the appearance settings from the server. These changes can be made at any time. However, they will only be transmitted to users who connect after you have made changes.

To make changes to the appearance options from the myView server, click the Set Options button on the server. A dialogue box will open allowing you to change the settings for the Right Margin Hint, Foreground Color, Background Color, Highlight Bar Color, Question Label Color, Answer Label Color and Speaker Label Color. These options only affect users viewing the transcript using a web browser. They do not currently affect the myView mobile app.



Server Option	Purpose
Right Margin Hint	The right margin hint number is the number of characters on a single line of the transcript. The right margin hint helps determine the appropriate font scaling based on screen size.
Foreground Color	Determines the default font color for the myView viewer.
Background Color	Determines the default background color for the myView viewer
Highlight Bar Color	Determines the default color for the highlight bar on the myView server. The highlight bar replaces the cursor on the myView server.
Question Label Color	Determines the default color of the question label on the myView viewer.
Answer Label Color	Determines the default color of the answer label on the myView viewer.
Speaker Label Color	Determines the default color of the speaker label on the myView viewer.

With the exception of the Right Margin Hint, each of these settings can also be changed via the myView viewer. The Right Margin hint can only be changed via the myView server.

One of the features available with myView is the option to allow clients to save **ASCII** and **HTML** versions of the transcript. To make a copy of the ASCII and HTML files available to the client, click on the **ASCII/HTML Not Available** button on the myView server. You can choose to make these files available at any time. Even if you choose not to make the ASCII or HTML file available, your clients will still be able to save a copy of their notes using the **Save Notes** feature.

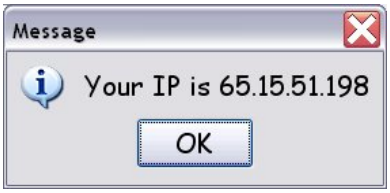
Using myView with a Mobile App

myView is intended to be used on local area networks. Your computer must be plugged into a router for your clients to use the myView app.

Connecting to Server

Each client will need the server address to connect to the server. This address can be found next to I.P. Address in the top left hand corner of the server and will look similar to this: 235.189.138.56. The I.P. Address is assigned by the server and cannot be changed.

Some computers, depending on the computer's setup, may have more than one valid I.P. Address. Therefore, the I.P. Address displayed on the server itself, may not be the one to which information is being sent. myView has an option, which allows you to confirm that the I.P. Address shown on the server is valid. To confirm that the address shown on the server is valid, go to the Tools menu and choose **Check I.P. Address**. Another window will open displaying the active I.P. Address. This is the address you should give your clients.



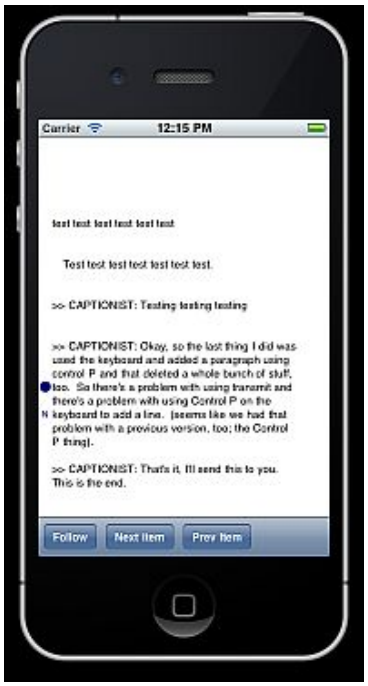
Every client wishing to view your transcript will need to enter the I.P. Address of the server in their mobile app's address field. The mobile app will then connect to your realtime feed and display it within the application.

Transcript Features

If you choose to make an **ASCII/HTML** copy of the transcript available to the client, it will be saved automatically when they close the iPhone/iPad mobile app. It will then be copied to their computer the next time they sync the device with iTunes.

Even if an ASCII/HTML copy is not made available to your clients. A copy of all notes and marks will be saved when they close the mobile application.

To **Mark** a line in the mobile application, simply tap on the line with your finger. A line is designated as marked by the blue dot appearing next to the line.



To make **Notes**, the client will double-tap on the line. The note box and keyboard will open automatically. Notes are saved by tapping the **Back To Transcript** button. Tapping **Delete Note** will result in the notes not being saved. A blue "N" next to the line denotes that this line has an associated note.

At the bottom of the application, you will see buttons for **Next Item** and **Prev Item**. You will use these buttons to **search** for marks and notes made in the transcript.

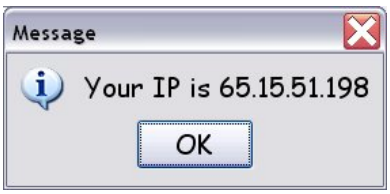
After scrolling through the document or using the search feature, you can return to following the transcript in realtime by clicking the **Follow** button.

Using myView with a Browser

Connecting to Server

Your clients will need the server address in order to connect to the server. This address can be found next to I.P. Address in the top left hand corner of the server and will look similar to this: 235.189.138.56. The I.P. Address is assigned by the server and cannot be changed.

Some computers, depending upon the computer's setup, may have more than one valid I.P. Address. Therefore, the I.P. Address displayed on the server itself may not be the one to which information is being sent. myView has an option, which allows you to confirm that the I.P. Address shown on the server is valid. To confirm that the address shown on the server is valid, go to the

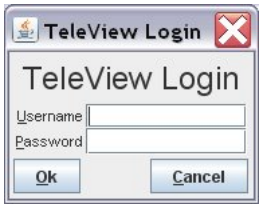


Tools menu and choose **Check I.P. Address**. Another window will open displaying the active I.P. Address. This is the address you should give your clients.

Every client wishing to view your transcript must enter the I.P. Address of the server into their browser's address field. If you are using a port other than port 80, your clients will need to include the port number when entering the I.P. Address. For example, if your port were port 1234, then the address should be entered as http://235.189.138.56:1234.) The browser will then be directed to a web page containing the viewer applet. It is from this page that your clients will access the server and view your realtime transcript.

Warning - Security
The application's digital signature cannot be verified. Do you want to run the application?
Name: CartViewClient
Publisher: Advantage Software
From: http://localhost
Always trust content from this publisher.
Run
Cancel
The digital signature cannot be verified by a trusted source. Only run if you trust the origin of the application.
More Information...

When the attempt is made to access your myView server, the client will receive a message that "The application's digital signature cannot be verified. Do you want to run the application?" When the message appears, the client should click **Run**. Your clients will then be asked to enter a username and password in order to connect to the server. (Clients can choose their own usernames, but you must provide the passwords.) Once the clients have entered their usernames and passwords, they will be connected to the server, and the myView viewer will open.



The myView viewer allows your clients to view the transcript in realtime. There are several transcript and viewer options available with the myView viewer which will make myView a very valuable tool for your clients. Transcript options include the availability of ASCII and HTML files, the ability to conduct word searches, make notes and mark lines. The viewer options include changing font type, size and color, changing background color, and Chatback.

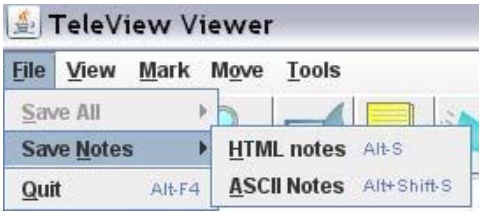
Transcript Features

If the reporter or CART provider chooses to make them available, clients will have the option of saving ASCII and HTML copies of the transcript. If the reporter or CART provider chooses not to make these options available, clients will still have the option of saving copies of any notes they made.

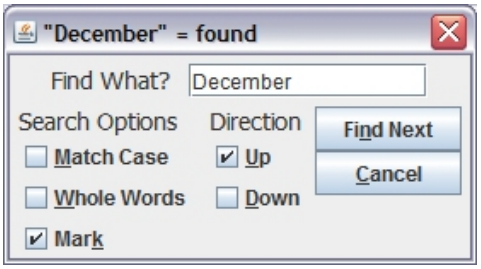
To save a copy of the ASCII file, go to the viewer's **File** menu, choose **Save All** and then choose **ASCII**. Your client should choose a name for the file, choose the location where the file should be saved, and click Open. The ASCII will then be saved to the chosen location. The client will find all of their notes at the bottom of the ASCII file along with references to the lines where the notes were made.

To save a copy of the HTML file, go to the viewer's **File** menu, choose **Save All,** and then choose **HTML**. Your client should choose a name for the file, choose the location where the file should be saved (the default is My Documents), and click Open. The HTML file will contain all the notes and marks made by the client. Lines with related notes will have the word "note" next to that line. The word "note" will then be hyperlinked to the note itself, which is located at the bottom of the HTML file. The note at the bottom of the HTML file is also hyperlinked to the related line within the transcript. Each line that has been marked will have the word "mark" next to that line. The client can then use the left and right arrows next to the work "mark", to jump from mark to mark.

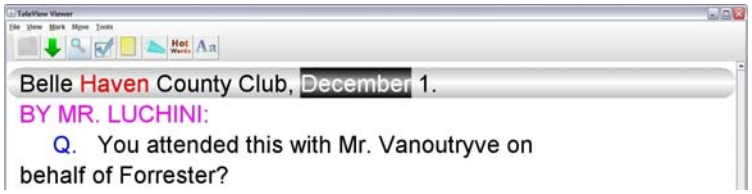
	16:21:39	BY MR. PLTF:
Note	16:21:39	Q. Good morning, Mr. Smith.
	16:21:46	A. Good morning.
	16:21:51	Q. Mr. Smith, would you state your full name
	16:21:54	for the record, please?
	16:21:57	A. James Larry Smith.
	16:22:00	Q. Your current home address?
<Mark>	16:22:01	A. 1016 Charles street, Baltimore, Maryland.
	16:22:09	Q. How long have you been at that address?
	16:22:12	A. I bought the property probably four or
	16:22:13	five years ago.



Any client viewing your output via myView will be able to save a copy of their notes, even if you choose not to make an ASCII or HTML copy of the transcript available. The notes can be saved in either ASCII or HTML format. To save a copy of the Notes file, go to the viewer's file menu, click **Save Notes** and then choose HTML Notes or ASCII Notes. When the notes are saved, a file is created that contains each note, along with references to the lines where the notes were made.

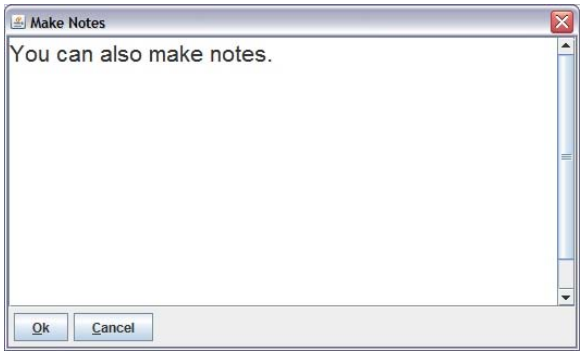


There are two options within the myView viewer for conducting **word searches**. These options are "text search" and "hot words." Doing a **text search** gives the client the ability to look for specific words within the transcript. To perform a text search, go to the **Move** menu and choose **Find**. This will open a search box, where the client can enter the words they wish to search for, along with search parameters such as matching case and whole words. Search parameters can be added to text searches by clicking the box next to the parameters the client wishes to include. Once text has been entered into the search field, click **Find Next** to begin the search. When a match is made within the transcript, the viewer moves

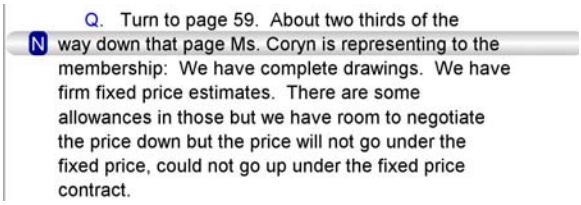


the transcript to the first match, as well as highlighting every match in black (text will appear in white). By continuing to click Find Next, you will be able to view each match.

Text searches can also be completed using **hot words**. The hot words feature gives clients the option of having important words appear in red throughout the transcript. There is no maximum number of hot word searches that your client may perform.

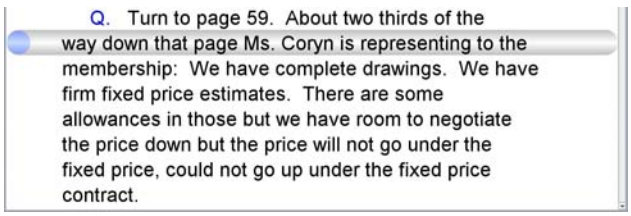


A hot words search can be performed in one of two ways: One option is to click the Hot Words button on the tool bar. The other option is to go to the Mark menu and click **Hot Words.** With either option, a new window will open allowing the client to add any words he or she wants to have marked as "hot words." Words can be removed from the list by highlighting a word and clicking the "remove" button or hitting "delete" on the keyboard.


Q. Turn to page 59. About two thirds of the
N way down that page Ms. Coryn is representing to the
membership: We have complete drawings. We have
firm fixed price estimates. There are some
allowances in those but we have room to negotiate
the price down but the price will not go under the
fixed price, could not go up under the fixed price
contract.

myView gives clients the option of making notes and marks within the transcript. **Notes** can be associated with any line in the transcript. In order to associate notes with a line, click on that line and press the Enter key. A text box will open and the client can enter their notes into the box. There is no character limit when making notes. Once the client has finished making notes, they will click the **OK** button at the bottom of the text box to save the notes. Once the client has saved their notes, an "N" will appear on the transcript to show that there are notes associated with that particular line.

There is also an option available to **delete notes**. To delete notes, click on the line that has the notes that need to be deleted, and press Enter to reopen the text box. To delete the unwanted notes, highlight the text and press the **Delete** key. Once notes have been deleted, click **Ok**. The "N" next to that line will disappear. If, before closing the text box, the client decides not to delete the notes, there is a way to recover the text. To recover text, right click on the text box to open a drop-down menu. Once the drop-down menu opens, choose **Undo**. The text will reappear in the text box.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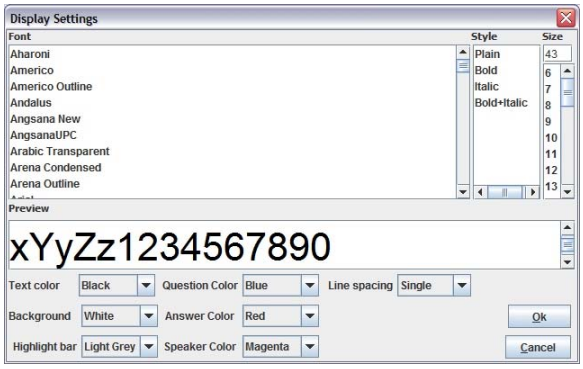
allowances in those but we have room to negotiate
the price down but the price will not go under the
fixed price, could not go up under the fixed price
contract.

Clients also have the option to **mark** any line on the transcript. Clients can use this function to call attention to areas of the transcript they feel are important. To mark a line, click on the line to be marked and press the **spacebar**. A blue dot will then appear

next to the marked line. Removing a mark can be accomplished in the same way: Click on the line and press the spacebar. If a line is already highlighted, there is no need to click on the line before pressing the spacebar.

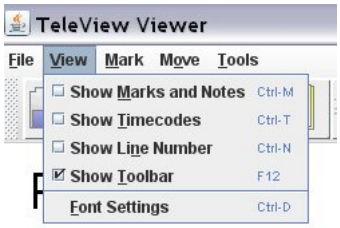
Viewer Features

myView supports a number of **foreign language** characters. With myView, you can include Spanish, French, Italian, Portuguese and German characters in your transcript and they will be output to the myView viewer correctly.



Among the options available with myView is the ability to change the viewer's **font type, size** and **color,** the **background** and **highlight bar color,** as well as the colors for the **Speaker, Answer and Question** labels**.** To change the font or color settings from the viewer, go to the View menu and choose the Font Settings option. This will open a font dialogue box, from which all of the above options can be changed. You can also change the transcript line spacing from here. You may choose from single line spacing, line-and-a-half spacing, or double line spacing,

It is recommended that the default font, Dialog, be used because it provides a very clear view of the transcript. However, you can use any font available on the computer, if a change is desired.



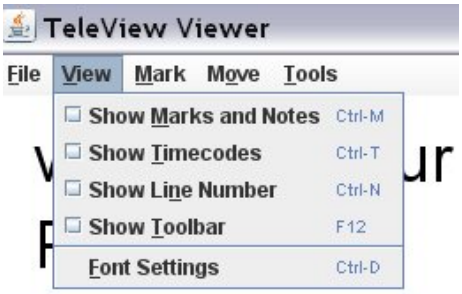
Another option available with the myView viewer is to have **timecodes** and **line numbers** appear on the transcript. The default setting for the viewer is to have the transcript appear without timecodes or line numbers. However, your clients have the option of turning on timecodes, line numbers or both. To change timecode and line number preferences, go to the **View** menu and click **Show Timecodes** and/or **Show Line Numbers**, whichever is appropriate. (A check by either timecodes and/or line numbers signifies that the checked item will appear on the transcript.)

A feature that CART providers will find very beneficial is **Chatback**. Chatback allows clients to send messages to the CART provider or court reporter. To send a message, the client presses **Control + Enter**, types the message in the text box that appears, and then presses the **Enter** key. A window will then open on the reporter's screen.

You have the option of locking the Chatback window to your server. To do this, click on the lock at the top of the Chatback window. With the Chatback window locked to the server, you will move the Chatback window whenever you move the server.

Chatback is only one-way communication. The reporter cannot send messages to the client via Chatback.

Many of the aforementioned features are accessible via myView's optional toolbar. The features available from the toolbar include Save as HTML, Follow Along, Find, Marks, Notes, Chatback, Hot Words, and Font and Screen Settings.



The toolbar is turned on by default. To turn off the toolbar, go to the View menu and remove the checkmark next to Show Toolbar.

Ending a Session

When your work for the day is finished, ending a session is simple. At the beginning of the session, you clicked the **Run Server** button to start the server. Once the server started, the button text changed to read **Stop Server**. Click Stop Server to close the server and end the session.

Stopping the server does not close the client's viewer. The transcript may be viewed in the viewer as long as it remains open. Once the viewer is closed, your clients will be unable to reopen the transcript in the myView viewer.

Troubleshooting

If you have encountered problems while using myView, the chart below offers some solutions for common problems. This chart is not meant to be comprehensive; therefore it does not cover every problem that may occur. If, after reviewing this chart, you are still having problems, please contact Advantage Software at 800-800-1759.

Common Problems	Possible Causes/Symptoms	Possible Solution
Client unable to view transcript, and reporter is behind a router	Reporter is unable to use Port 80 behind the router.	A port may need to be opened and forwarded on the router. If this is a personal router, the user's manual should contain instructions on opening a port. Another resource for information on forwarding a router is PortForward.com (http://portforward.com/routers). An easy way to check to see if the port is open and work is to use CanYouSeeMe.org (http://www.canyouseeme.org). This website lets you check to see if a specific port is open.
Client unable to view transcript and reporter is using antivirus software.	Antivirus software is preventing viewer from accessing the transcript.	Disable your antivirus software and then have your client make another attempt to connect the server.
Client can't find web page with viewer applet	Bad IP Address	Confirm client is putting the correct IP Address into the browser.
		Use myView's Confirm IP Address option, to make sure that the IP Address showing on the viewer, is the active IP Address. You can also use WhatIsMyIP.com (http://whatismyip.com) to confirm your IP address.
	Too many users trying to connect to web page simultaneously	Have client wait a moment and try again
	Client not connected to the Internet	Have client confirm they are connected to the Internet
	Reporter using a port other than port 80 (ex: Port 1234)	The IP Address would need to be entered as http://123.456.789.58:1234
Client able to connect to server, but no transcript appears.	Pop-up blocker may be enabled.	Have the client disable any pop-up blocking software on their computer. Have the client enable pop-ups within their browser.
What client sees is not the same as reporter's output	You have chosen a CIC File for the server other than the one you are using for job output	Close out the server and setup a new session using the correct output file

*Advantage Software tech support ***cannot*** provide assistance in setting up a forwarding port or having a port unblocked